



THE
JUST DO IT!
OF
MANAGING YOUR HOUSING REHABILITATION
PROJECT

PRESENTED BY : DAVID ADAMS & CHRISTINA GILLEY
AUGUST 21, 2014

Just Do It! #1

Determine & Document Eligibility

➤ Verification of Income

- HUD HH Income Form
- HUD Section 8 Income Guidelines
—www.huduser.org
- 3rd Party Documentation*

Determine & Document Eligibility

➤ Verification of Assets

- 10% of liquid assets
- *cash, or property immediately convertible to cash*

➤ Verification of Rent (CDBG)

- Affordability - 35% for rent + utilities

HUD Household Income Report

1. Name _____		2. Address: _____			
ASSETS					
Family Member	Asset Description	Current Cash Value Of Assets	Actual Income from Assets		
3. Net Cash Value of Assets		3.			
4. Total Actual Income from Assets			4.		
5. If line 3 is greater than \$5,000, multiply line by _____ (Passbook Rate) and enter results here; otherwise leave blank					
ANTICIPATED ANNUAL INCOME					
Family Members	a. Wages Salaries	b. Benefits/ Pensions	c. Public Assistance	d. Other Income	e. Asset Income
					Enter the greater of lines 4 or 5 from above in e.
6. Totals	a.	b.	c.	d.	e.
7. Enter total of items from 6a. through 6e. This is annual income.....					7.

Signature (Grantee/Subrecipient Representative) _____

_____ Date

.....
For Office Use Only



_____ County

_____ 80% AMI Limit

_____ Fiscal Year

_____ Household Income

08/2011

Determine & Document Eligibility

- Verification of Ownership Of Property
 - Document
 - Owner-Occupied
 - Deed
 - Tax Map
 - GIS
 - Title Search

Determine & Document Eligibility

- Investor-Owned (CDBG)
- Contract for Purchase
- Heir Properties
- Mobile Homes- DMV title
 - document demolition

Determine & Document **Eligibility**

- IPR- *Certification of IPR Eligibility*
 - HH making use of a pit privy



Determine & Document Eligibility

- HH with documented failure of the wastewater absorption system



Determine & Document Eligibility

➤ Substandard Housing



Determine & Document Eligibility

- Documenting Unit as Substandard Housing
 1. DHCD HQS Inspections (2 X 2 = 4)
 - new forms?
 - Section 8 Inspection Form
 - DHCD Supplemental Pre/Post Rehab Checklists
(CDBG-Appendix 57; IPR-Appendix 3)
 2. Documented Blower Door Tests (pre; post)
 3. Documented Suitable/Unsuitable for Rehab

Just Do It! #2

Determine & Document **Cost**

- Work Write-Up
- Cost Estimates (CDBG)
 - Cost Limits for a SR
 - Cost Limits for a Rehab
 - Exceptions



Determine & Document **Cost**

➤ Lead

- ✓ Rehab Base Cost—Pre 1978
- ✓ Rehab Base Cost—Post 1978



Determine & Document **Cost**

➤ Asbestos

✓ Inspection/Testing

✓ Abatement



Determine & Document **Cost**

- Document Solicitation of Bids
- Document Receipt of Bids
 - ✓ Signed Bid Forms
 - ✓ Bid Opening—PUBLIC
 - ✓ Bid Tabulation Sheet
 - ✓ Faxes Bids are not acceptable

Just Do It! #3

Document Legal Requirements

➤ Construction Contracts

✓ 3 Party

- Properly Executed Change Orders
- Disclosure Reports (\$50,000) – it is cumulative
\$\$\$

✓ Attached Federal Construction Contract Language

- (CDBG Appendix 61)

Document Legal Requirements

- ✓ 2 Contracts
- ✓ Landlord/Tenant Agreement or Lease (CDBG)
- A Loan Program
 - Minimum Monthly Repayment
 - Amortization Schedule

Document Legal Requirements

- Deeds of Trust
 - ✓ Recordation Receipt
 - ✓ DOT Note
 - ✓ ATP
 - ✓ Closing Documents

Just Do It! #4

Document **Financial** Expenditures

✓ Accounting Records Supported by Source Documentation:

✓ Eligible Expenditure of Funds

- Contractor Payment Requests
- Invoices
- Cancelled checks

✓ Cost Summary Report

- allowable costs



Just Do It! #5

Documentation of Project Completion

➤ Contractor's Paperwork

- ✓ Affidavit of Release of Lien
- ✓ Affidavit of Payment of Debts and Claims
- ✓ Register of Contractors, Subcontractors & Suppliers
- ✓ Register of Assigned Employees (CDBG)

Documentation of Project Completion

- Final Release by Homeowner
- Documentation of Homeowner/Hazard Insurance
- Occupant Signed Home Maintenance Certificate

Attachment

24**REHAB FILE CHECKLIST**CDBG: XXXXIPR: *

Homeowner: _____ Occupant: _____

Street _____

Address: _____ File# _____

1. Application for Assistance/Ranking Sheet _____
2. Financial Information
 - a. Verification of Income _____
 - b. HUD Household Income Report _____
 - c. Current Section 8 Income Limits _____
 - d. Verification of Assets _____
 - e. Verification of Rent (CDBG only) _____
 - f. Ability-to-pay Form _____
 - g. Loan Repayment Calculation Form _____
3. Verification of Ownership of Property (after 10/1/2012)
 - a. Deed Showing Ownership of Land and House OR _____
 - b. Mobile Home DMV Title _____
 - c. Proof of Mobile Home Demolition or Salvage (SR only) _____
4. Historic Resource Clearance/Statutory Checklist (IPR only) N/A
5. DHCD HQS/Section 8 Inspection Reports

a. Before Construction	Date: _____	By whom? _____	PA _____
	Date: _____	By whom? _____	PS _____
b. After Construction	Date: _____	By whom? _____	PA _____
	Date: _____	By whom? _____	PS _____

Make Sure You...

JUST DO IT!